

Creating your pre-order

State Textbook Pre-order period is open

You must submit Pre-orders to the State Textbook Office by 2/25/2010.
Days to submit your Pre-order: 28

As a school textbook coordinator, Destiny will display a message reminding you that the pre-order period is open when you log in. The message includes the date your pre-order is due and the number of days remaining in the pre-order period. Once you submit your pre-order, Destiny will no longer display the message.

To create your pre-order, open **Order Textbooks** in the **Catalog** and click **Pre-order**.

Destiny opens the **New Pre-order** screen.

New Pre-order

You may only submit one Pre-order. Please verify your order before sending to the State Textbook Office.

* Name	<input type="text" value="Andrew Johnson"/>	Email	<input type="text" value="a.johnson@district.edu"/>	
* Phone Number	<input type="text" value="123-456-7890"/>	Ship After	<input type="text" value="3/1/2010"/>	
* Fax	<input type="text" value="123-456-7899"/>	Note	<input type="text"/>	

* = Required

Enter your contact information.

Select Titles to Order

Program

E-Commerce - Cengage (titles: 3)

Introduction to Business and Marketing - South-Western (titles: 2)

Destiny displays the programs available for you to order at the bottom.

To see a list of titles in a program, click **More**.

Creating your pre-order (continued)

Select Titles to Order

List Programs ▾

Program

E-Commerce - Cengage (titles: 3) [More](#)

Introduction to Business and Marketing - South-Western (titles: 2) [Less](#)

Title	Grade	ISBN Edition	State/Textbook ID	Estimated Enrollment	Quantity Requested	Select
Introduction To Business	09-12	0-538-43612-3	04-80260	20	20	Select
Marketing Essentials	09-12	0-02-644191-8	04-80240			

Enter quantities for enrollment and the number of copies you're requesting, then click **Select**.

To find a specific title, select **Search for Titles** and enter a search term, then click **Go!**.

Select Titles to Order

Search for Titles ▾ Find in **Go!**

Select Titles to Order

Search for Titles ▾ Find in **Go!**

Searched All for "04-80260"

Title Price / Adoption Year	ISBN Edition	State / Textbook ID Publisher	Estimated Enrollment	Quantity Requested	Select
Introduction To Business \$56.00 Adoption Year: 2010	0-538-43612-3	04-80260 South-Western	20	20	Select

Note: During the pre-order period, you can only order textbooks that have been newly adopted in the current year.

Enter quantities for enrollment and the number of copies you're requesting, then click **Select**.

Submitting your pre-order

New Pre-order

You may only submit one Pre-order. Please verify your order before sending to the State Textbook Office.

* Name Email

* Phone Number Ship After

* Fax Note

* = Required

Select Titles to Order

Search for Titles ▾ Find in **Go!**

Order Details

Title Price / Adoption Year	ISBN Edition	State / Textbook ID Publisher	Estimated Enrollment	Quantity Requested	
Introduction To Business \$56.00 Adoption Year: 2010	0-538-43612-3	04-80260 South-Western	20	20	
Marketing Essentials \$62.97 Adoption Year: 2010	0-02-644191-8	04-80240 South-Western	20	20	

To submit your pre-order immediately, click .

Destiny displays a confirmation message.

I certify that this order is in compliance with the Ordering Guidelines for the state.

Yes No

To save your pre-order so that you can make changes and submit it later, click .

Submitting your pre-order (continued)

Once you submit your pre-order, Destiny displays it under **Submitted** on the **Track** tab of **Order Textbooks**. The State Textbook Office has several options for handling your submitted pre-order. They can:

- Approve the order just as you sent it. Once approved and finalized, the order moves to **On Order**. When the order is fulfilled, it moves to **Shipped**.
- Adjust the quantities of some or all of the titles in your order, and then approve it. Once approved and finalized, the order moves to **On Order**. When the order is fulfilled, it moves to **Shipped**.
- Revive the order (send it back to your school for you to make changes and resubmit it). Destiny moves your order to **Unsent**.
- Deny all titles in your order. Destiny moves your order to **Denied**.

Tracking your shipments

Until the State Textbook Office ships your order, Destiny displays it in the **On Order** section of the **Track** tab of **Order Textbooks**.



TrackArchive


New Order


Receive


Order Textbooks [Customize View]


Shipped (1)


Date Ordered	Order #	Titles	Total Copies	Amount	Shipped	Canceled	Received	
2/25/2010 9:25 AM	RS10000004	2	40	\$2,379.40	40	0	0	 

 = Pre-order

 = View

 = Edit

 = Remove

 = Shipped

Customize View

Use the following options to create a customized list. Note: Select the Archive tab to view completed orders.

View Orders created

after the date

Display:

☒ Unsent

☒ Submitted


☒ Denied



☒ On Order


☒ Shipped

Update

Once the State Textbook Office ships your order, Destiny moves it to **Shipped**.

To view details for your order, click .

To view individual shipments for your pre-order, click  or  Shipments. Destiny opens the **Shipments** page. (See the next section, "Viewing Shipment Details".)

To customize your view to see only Shipped orders, clear all check boxes except **Shipped** and click .

Note: Each order may have multiple shipments.

Pre-order Details

Order #: RS10000004

Add Note

Name Andrew Johnson

Email a.johnson@district.edu

Phone Number 123-456-7890



Fax 123-456-7899

Ship After 3/1/2010

Close

Shipments

Titles

Title Price / Adoption Year	State / Textbook ID Publisher	Estimated Enrollment	Requested	Ordered	Shipped	Canceled	Received
 Introduction To Business \$56.00 Adoption Year: 2010	04-80260 South-Western	20	20	20	20	0	0
 Marketing Essentials \$62.97 Adoption Year: 2010	04-80240 South-Western	20	20	20	20	0	0

Viewing shipment details

Shipments
Order #: RS10000004 Close

[Add Note](#)

Shipments

Date Shipped	Carrier	Tracking Number	Weight	Value	
2/25/2010	UPS	127VW16303529032467	10 lbs	\$2,379.40	Show More

Order Total \$2,379.40

Title/Price	-- Shipped/Received --				Value
	Ordered	Canceled	Barcoded	Unbarcoded	
Introduction To Business (State ID: 04-80260) \$56.00	40	0	20/0 Receive	20/0 Receive	\$1,120.00
Marketing Essentials (State ID: 04-80240) \$62.97	20	0	0/0 Receive	20/0 Receive	\$1,259.40

Missing copies from this shipment?
Click Incomplete to close this shipment and record the discrepancy.

[Incomplete](#)

Order Total \$2,379.40

To see details for a particular shipment, click **Show More**.

Destiny displays the value for each title, the total value for the shipment, and the total number of copies in each of the following categories:

- Ordered
- Canceled
- Barcoded copies Shipped and Received
- Unbarcoded copies Shipped and Received

To receive your copies, click [Receive](#).

Once you receive all the copies in your order, Destiny moves your pre-order to the **Completed** section of the **Archive** tab.

If some or all of the copies are missing from your shipment, click [Incomplete](#) and **Yes** on the confirmation message.

Important: If you have to mark a shipment incomplete, be sure to notify the State Textbook Office immediately.

This shipment has unreceived copies.

All unreceived copies will be marked lost in your inventory and your school will be charged unless you immediately notify the State Textbook Office of the shortage.

Are you sure you want to mark this shipment as incomplete?

Yes No